| Application for RECORDS DISPOSITION STANDARD | OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTORY RECORDS MANAGEMENT DIVISION | PAGE 1 |

1. Application Date
May 7, 1973

2. Agency Application No.
DCS-13

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
MAY 17 1973	73-361	MAY 18 1973

3. AGENCY, Division, Subdivision & Administering Office Address
Department of Human Resources
Division of Community Services - Youth Services
47 Trinity Avenue
Atlanta, Georgia 30334

4. Person to Contact
Mr. Charles Ray

5. Working Title
Assistant Director

6. Tel. No.
656-4464

7. ACTION REQUESTED

[x] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1970 - to date

9. Exact Series Title
Regional Youth Development Center Monthly Population Files

10. What is the function of the office in which this record series is created?

The Youth Services Unit, headed by the Assistant Director of Social Services, is responsible for the administration and supervision of programs in the State for youths. Included are (1) the administration of detention centers for juveniles (Youth Centers Administration), (2) the supervision of pretrial, trial, post trial, pre-detention and post detention services to juveniles in the State (Court Services Administration).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the number of juveniles served by the center for the month. Included are:

1. Form 44 - Monthly Population Report
2. Form 16 - Runaway Report (Rydc)
3. RYDC-1 - Monthly Report of Children Served by Center

Files are arranged alphabetically by center and thereunder by date.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	.25	.375
Legal-size File Drawers		1.5	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				7	

	This Year's	Last Year's	Preceding Year's	All Prior Years'
AVERAGE DAILY REFERENCES	1	0	0	0

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain   YES   NO

13. Is this the Record Copy of the series? [X] [ ]

14. Is there a duplication of this series in another office or agency? [X] [ ]
   At the centers

15. Is the information contained in this series ever summarized or published? [ ] [X]
   Attach copy of summary or publication.

16. Does the series contain classified information requiring security handling? [X] [ ]
   Juvenile Court Code

17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]

18. Could the function be performed if the files were lost or destroyed? [X] [ ]

19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]

20. Does the record series provide data as input to an EDP file? [ ] [X]

21. Does the record series contain documentation produced as EDP printout? [ ] [X]

22. Has the Federal Government issued instructions governing the retention/dispo- [ ] [X]
   sition of these files?

23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept ___3___ years.

   a.[ ]STATE   b.[ ]STATUTE OF   c.[ ]AUDIT   d.[ ]FEDERAL   e.[ ]ADMINISTRATIVE   f.[ ]HISTORICAL
      LAW   LIMITATION   PERIOD   LAW   DECISION   VALUE
            (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end
   of each -[ ]CALENDAR YEAR -[X]FISCAL YEAR -[ ]OTHER _____ ,then:

   [X] Hold in the current files area _____ month(s)/__1__ year(s):
   [X] Transfer to [X] State Records Center [ ] Local Holding Area; hold __2__ year(s):
   [X] Destroy.
   [ ] Transfer to State Archives for permanent retention.
   [ ] Destroy immediately after cut-off.
   [ ] Other: (Specify)

   (Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
Glenn A. Spurlow	5-7-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [✓] Approved [ ] Disapproved	Charles L. Hay	5-7-73
	State Auditor/Designee [✓] Approved [ ] Disapproved	William M. Dixon	5-17-73
STATE RECORDS COMMITTEE	Secretary of State/Designee [✓] Approved [ ] Disapproved	Carroll Hart	5-15-73
	Attorney General/Designee [✓] Approved [ ] Disapproved		5-17-73